

@ 28/02/2021

Month 11

BALANCE SHEET

@ 28/02/2021

Fixed Assets

Long Term Investments	£	537,069
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Current Assets

Debtors	£	6,342
Short Term Investments	£	125,709
Cash at Bank and in hand	£	66,024
	£	198,075

Less Current Liabilities

Creditors	£	(14,858)
Restricted Funds	£	(15,779)
	£	(30,637)

Net Assets (excluding Fixed Asset Reserve)	£	704,507
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Financed by:

Year To Date Trial Balance Surplus/(Deficit)	£	(43,545)
General Reserve	£	442,390
Designated Reserves (excluding CIL & SBC)	£	229,793
Community Infrastructure Levy (CIL) balance	£	13,351
Shakespeare Birthday Celebrations (SBC) balance	£	62,518
	£	704,507

(excluding Fixed Assets @ 31/03/2020) £ 15,039,541**INVESTMENTS & BANK**

@ 28/02/2021

CCLA Local Authorities' Property Fund	£	250,000
Cambridge & Counties 3 Year Business Bond	£	104,455
Cambridge & Counties 2 Year Business Bonds	£	182,614
Total Long Term Investments	£	537,069

CCLA Public Sector Deposit Fund	£	34,446
Cambridge & Counties Bank Savings Account	£	91,264
Total Short Term Investments	£	125,709

Barclays Business Current Account	£	65,721
Barclays Debit Card Account	£	165
Petty Cash	£	137
Total Cash at Bank and in hand	£	66,024

Total Investments & Bank	£	728,802
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RESERVES

@ 31/03/2020

Building Maintenance Reserve	£	136,615
Cemetery Land & Building Reserve	£	25,400
Allotment Reserve	£	27,162
Christmas Festival Reserve	£	7,154
Vehicle Replacement Reserve	£	15,000
Election Expenses Reserve	£	18,462
Community Infrastructure Levy (CIL)	£	5,755
SBC Reserve	£	73,047
Total Designated Reserves	£	308,595

General Reserve	£	442,390
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Total Reserves	£	750,985
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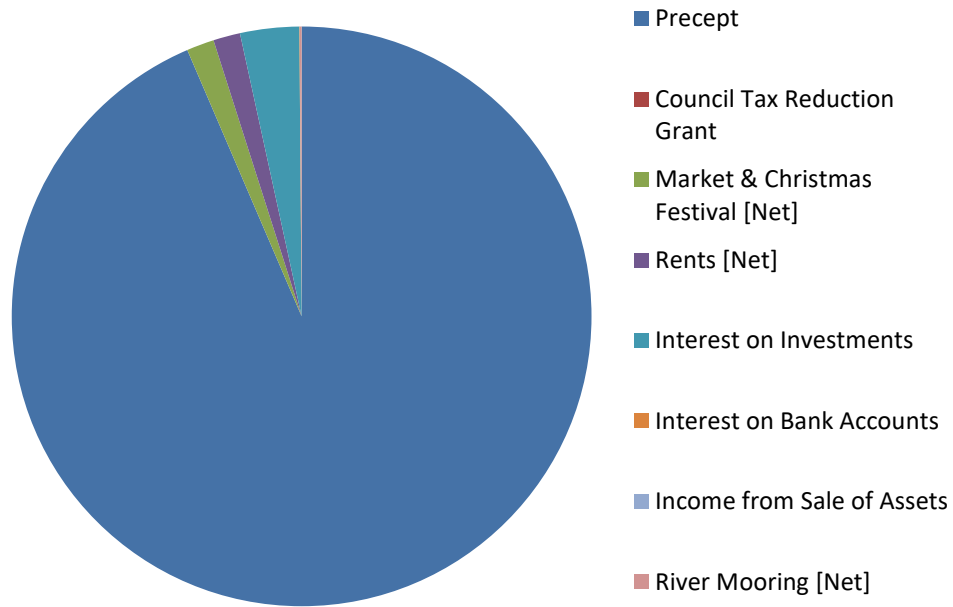
INCOME & EXPENDITURE YEAR TO DATE - BUDGET & ACTUALS

INCOME	YTD Budget @ 28/02/2021	% of Total	YTD Actuals @ 28/02/2021	% of Total	VARIANCE Surplus/(Deficit)
Precept	471,488	66%	471,488	81%	-
Council Tax Reduction Grant	-		-		-
Market & Christmas Festival (incl. SDC share)	131,948	18%	19,740	3%	(112,208)
Rents	8,938		9,750		812
Interest on Investments	16,042		16,578		537
Interest on Bank Accounts	330		125		(205)
Income from Sale of Assets	-		-		-
River Mooring	949		513		(436)
Town Hall Commercial Management	28,591	4%	14,411	2%	(14,180)
Cemetery	49,802	7%	46,903	8%	(2,899)
Tranquility Garden	8,348		4,793		(3,556)
Allotments	151		99		(52)
GROSS INCOME	245,098		112,911		(132,187)
TOTAL INCOME (including Precept)	716,586		584,399		(132,187)
EXPENDITURE					
Market & Christmas Festival (incl. SDC share)	99,489	10%	11,994	2%	87,495
Rents	2,002		2,184		(182)
River Mooring	-		-		-
Town Hall Commercial Management	33,691	3%	24,075	4%	9,616
Operational & Administrative Expenses	405,160	41%	286,332	42%	118,828
Civic Expenditure	77,281	8%	7,773	1%	69,508
Cemetery	191,730	19%	180,117	27%	11,613
Holy Trinity Churchyard & Garden of Remembrance	2,750		-		2,750
Tranquility Garden	4,583		-		4,583
Allotments	9		-		9
Hatton Rock	17,748		7,132		10,616
Initatives, Projects and Grants	165,123	17%	159,702	24%	5,421
Contingency for Inflation (included in above)	7,227				
GROSS EXPENDITURE (including Contingency)	999,566		679,308		320,258
NET Surplus / (Deficit)	(282,980)		(94,908)		188,071

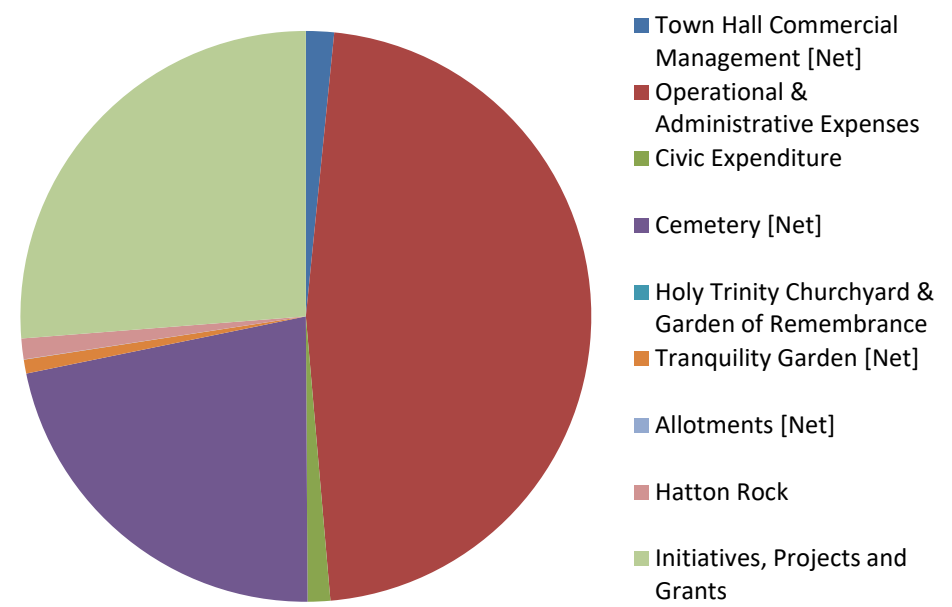
INCOME & EXPENDITURE YEAR TO DATE - ACTUALS & PREVIOUS

	YTD Actuals 2020-21 @ 28/02/2021	% of Total	YTD Previous 2019-20 @ 28/02/2020	% of Total	VARIANCE Increase / (Decrease)
INCOME					
Precept	471,488	81%	463,331	63%	8,157
Council Tax Reduction Grant	-	-	3,355	0%	(3,355)
Market & Christmas Festival (incl. SDC share)	19,740	3%	142,119	19%	(122,379)
Rents	9,750	2%	9,750	1%	-
Interest on Investments	16,578	3%	18,602	3%	(2,024)
Interest on Bank Accounts	125	0%	317	0%	(192)
Income from Sale of Assets	-	-	-	-	-
River Mooring	513	0%	1,225	0%	(713)
Town Hall Commercial Management	14,411	2%	25,291	3%	(10,880)
Cemetery	46,903	8%	61,035	8%	(14,132)
Tranquility Garden	4,793	1%	7,260	1%	(2,468)
Allotments	99	0%	99	0%	-
GROSS INCOME	112,911	19%	265,698	36%	(152,786)
TOTAL INCOME (including Precept)	584,399	100%	732,384	100%	(147,984)
EXPENDITURE					
Market & Christmas Festival (incl. SDC share)	11,994	2%	103,586	13%	(91,592)
Rents	2,184	0%	2,184	0%	-
River Mooring	-	-	-	-	-
Town Hall Commercial Management	24,075	4%	30,611	4%	(6,536)
Operational & Administrative Expenses	286,332	42%	318,464	41%	(32,133)
Civic Expenditure	7,773	1%	55,046	7%	(47,274)
Cemetery	180,117	27%	157,206	20%	22,911
Holy Trinity Churchyard & Garden of Remembrance	-	-	4,616	1%	(4,616)
Tranquility Garden	-	-	1,800	0%	(1,800)
Allotments	-	-	-	-	-
Hatton Rock	7,132	1%	8,266	1%	(1,134)
Initatives, Projects and Grants	159,702	24%	96,321	12%	63,381
Contingency for Inflation (included in above)					
GROSS EXPENDITURE (including Contingency)	679,308	100%	778,101	100%	(98,793)
NET Surplus / (Deficit)	(94,908)		(45,717)		(49,191)

INCOME YTD Actuals



EXPENDITURE YTD Actuals



SUMMARISED INCOME & EXPENDITURE ACCOUNT
@ 28/02/2021

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 28/02/2021	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	514,351	471,488	471,488	463,331	(42,863)	-
Council Tax Reduction Grant	-	-	-	3,355	-	-
Market & Christmas Festival [Net]	35,410	32,459	7,746	38,533	(27,664)	(24,713)
Rents [Net]	7,566	6,936	7,566	7,566	(0)	630
Interest on Investments	17,500	16,042	16,578	18,602	(922)	537
Interest on Bank Accounts	360	330	125	317	(235)	(205)
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	1,035	949	513	1,225	(523)	(436)
Sundry Income	-	-	-	-	-	-
	576,222	528,203	504,016	532,929	(72,206)	(24,187)
EXPENDITURE						
Town Hall Commercial Management [Net]	5,564	5,100	9,664	5,320	(4,100)	(4,564)
Operational & Administrative Expenses	441,992	405,160	286,332	318,464	155,661	118,828
Civic Expenditure	84,307	77,281	7,773	55,046	76,534	69,508
Cemetery [Net]	154,831	141,928	133,213	96,171	21,618	8,715
Holy Trinity Churchyard & Garden of Remembrance	3,000	2,750	-	4,616	3,000	2,750
Tranquility Garden [Net]	(4,107)	(3,765)	(4,793)	(5,460)	686	1,028
Allotments [Net]	(155)	(142)	(99)	(99)	(56)	(43)
Hatton Rock	19,361	17,748	7,132	8,266	12,229	10,616
Initiatives, Projects and Grants	180,134	165,123	159,702	96,321	20,432	5,421
	884,927	811,183	598,924	578,646	286,003	212,259
NET Surplus / (Deficit)	(308,705)	(282,980)	(94,908)	(45,717)	213,797	188,072
Funding from Reserves	295,705	n/a	tbc @ Year End	tbc @ Year End	tbc @ Year End	n/a
Budget Virements (approved post Budget)	13,000					

Cemetery Expenditure increase for Ground Maintenance £10,000 F&S Minute 25 10.9.19 and for Equipment £3,000 F&S Minute 71.2 10.3.20 (carried over from 2019-20)

MARKET & CHRISTMAS FESTIVAL**@ 28/02/2021**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 28/02/2021	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Market	143,943	131,948	19,740	142,119	(124,203)	(112,208)
Christmas Festival	-	-	-	-	-	-
	143,943	131,948	19,740	142,119	(124,203)	(112,208)
EXPENDITURE						
Market - District Council Share	86,366	79,169	11,844	85,271	74,522	67,325
Market - Tripartite Expenses	2,879	2,639	150	300	2,729	2,489
Christmas Festival	19,288	17,681	-	18,015	19,288	17,681
	108,533	99,489	11,994	103,586	96,539	87,495
NET INCOME	35,410	32,459	7,746	38,533	(27,664)	(24,713)

TOWN HALL COMMERCIAL MANAGEMENT**@ 28/02/2021**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 28/02/2021	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Lettings (excluding Deferred Income)	30,876	28,303	3,054	25,044	(27,823)	(25,250)
Sundry Income	314	288	-	246	(314)	(288)
Grants - COVID-19 Local Restrictions Support	-	-	11,357	-	11,357	11,357
	31,190	28,591	14,411	25,291	(16,779)	(14,180)
EXPENDITURE						
Salaries, Wages & Related Costs	27,202	24,935	20,412	23,826	6,790	4,523
Security Personnel	793	727	-	506	793	727
Cleaning & Laundry	3,600	3,300	2,360	3,289	1,240	940
PRS and Licences	1,653	1,515	1,207	2,680	446	309
Operating Equipment	914	838	47	127	867	791
Travel & Subsistence	350	321	-	133	350	321
Marketing, Publicity & Special Projects	1,500	1,375	-	-	1,500	1,375
Other Costs	500	458	50	50	450	408
Contingency for Inflation	242	222				
	36,754	33,691	24,075	30,611	12,679	9,616
NET EXPENDITURE	5,564	5,100	9,664	5,320	(4,100)	(4,564)

OPERATIONAL & ADMINISTRATION
@ 28/02/2021

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 28/02/2021	2020-21	2019-20	Annual Budget	YTD Budget
Rother Street Clock Tower	220	202	305	176	(85)	(104)
STC Meeting Expenses & Subsistence	1,000	917	200	620	800	717
Travel and Subsistence	250	229	34	306	216	195
Borough Records	350	321	-	-	350	321
Salaries, Wages & Related Costs	189,834	174,015	173,609	178,426	16,225	406
Recruitment	1,500	1,375	118	412	1,382	1,257
Advertising & Publicity	1,000	917	-	69	1,000	917
Office Equipment & Furniture & Stationery	3,600	3,300	1,602	2,557	1,998	1,698
Equipment Rental	2,274	2,084	1,110	1,187	1,164	974
Combined Insurance Policy	12,124	11,114	11,765	10,769	359	(651)
Telephones	2,200	2,017	2,112	2,063	88	(95)
Postage & Carriage	1,000	917	400	766	600	517
Avon Planning Services	4,080	3,740	3,740	3,740	340	-
Neighbourhood Plan Monitoring & Review	2,000	1,833	660	665	1,340	1,173
Subscriptions	2,260	2,072	1,796	1,747	464	275
Professional Fees	13,595	12,462	10,044	4,944	3,551	2,418
Audit Fees	5,746	5,267	6,350	1,600	(604)	(1,083)
Payroll Services	5,800	5,317	1,500	4,950	4,300	3,817
Health & Safety	1,500	1,375	-	-	1,500	1,375
Councillor & Staff Training	7,565	6,935	395	1,220	7,170	6,540
IT	8,325	7,631	5,411	7,113	2,914	2,220
Website Maintenance	1,000	917	1,548	75	(548)	(631)
Bank Charges & Interest	1,000	917	447	254	553	470
Newspapers	40	37	30	35	10	7
Rates & Water Rates	28,126	25,782	25,568	25,129	2,558	214
Heating & Lighting	7,990	7,324	4,356	6,404	3,634	2,968
General Repairs, Maintenance & Sundry	10,500	9,625	4,609	10,661	5,891	5,016
Town Hall Planned Maintenance & Repairs	113,536	104,075	25,744	40,525	87,792	78,330
Alarm & CCTV Call Out	1,000	917	365	-	635	552
Lift Maintenance Contract	1,000	917	2,512	1,013	(1,512)	(1,595)
Election Exp (Inc Polls/Pro Challenges)	5,000	4,583	-	11,038	5,000	4,583
Contingency for Inflation	6,577	6,029	-	-	6,577	6,029
	441,992	405,160	286,332	318,464	155,661	118,828

Town Hall Planned Maintenance & Repairs (previously included in General Repairs, Maintenance & Sundry) decreased by budget virement to cover Cemetery Expenditure increase GP Minute 13 14.7.20

CIVIC EXPENDITURE
@ 28/02/2021

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 28/02/2021	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
Mayor's Allowance	6,500	5,958	151	4,970	6,349	5,807
Mayor's Traveling	5,000	4,583	770	4,701	4,230	3,813
New Civic Car (to be added to Mayor's Travelling)	3,864	3,542				
Civic Insignia	4,864	4,459	3,422	293	1,442	1,037
Receptions (Formal & Informal)	6,000	5,500	1,060	4,338	4,940	4,440
Honoraria inc photographic	3,329	3,052	2,040	2,260	1,290	1,012
Printing & Stationery	500	458	330	714	170	128
Floral Decorations	650	596	-	215	650	596
Civic Robes	1,500	1,375	-	1,033	1,500	1,375
Civic Gifts	100	92	-	61	100	92
SBC - Town Council funding contribution	25,000	22,917	-	22,917	25,000	22,917
Christmas Activities	2,000	1,833	-	1,934	2,000	1,833
Festivals & Events - HODS	2,000	1,833	-	-	2,000	1,833
VE Day 75	3,000	2,750	-	-	-	-
Contingency (Events tbc)	5,000	4,583	-	-	5,000	4,583
National Mourning Protocol	-	-	-	-	-	-
Event Security	15,000	13,750	-	11,611	15,000	13,750
	84,307	77,281	7,773	55,046	76,534	69,508

Event Security decreased by £5,000 to offset additional Grant Expenditure for Fred Winter Centre TC Minute 82 29.9.20

CEMETERY**@ 28/02/2021**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 28/02/2021	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	43,074	39,485	40,788	51,430	(2,286)	1,304
Memorial Fees	10,855	9,950	5,645	9,240	(5,210)	(4,305)
Sundry Income (Seating/Trees/Transfers)	400	367	470	365	70	103
	54,329	49,802	46,903	61,035	(7,426)	(2,898)
EXPENDITURE						
Salaries, Wages & Related Costs	135,173	123,909	127,802	120,178	7,371	(3,894)
Training	3,000	2,750			3,000	2,750
Rates & Water Rates	4,374	4,010	4,243	3,907	131	(233)
General Ground Maintenance	6,500	5,958	11,294	4,534	(4,794)	(5,335)
Cemetery Driveway Kerbing	33,464	30,675	19,306	13,970	14,158	11,369
Repairs & Maintenance	1,100	1,008	-	-	1,100	1,008
Telephone	650	596	407	556	243	188
Heating & Lighting	1,160	1,063	1,192	(431)	(32)	(129)
Vehicle Expenses	3,730	3,419	3,563	4,479	167	(144)
Equipment	10,218	9,367	9,232	5,146	986	135
Health & Safety	250	229	-	9	250	229
Grave Excavation	4,750	4,354	2,470	3,420	2,280	1,884
Travel & Subsistence	626	574	503	532	123	71
Sundry Seating & Trees	600	550	105	904	495	445
Contingency for Inflation	1,065	976	-	-	1,065	976
Vehicle Replacement Contingency	2,500	2,292	-	-	2,500	2,292
	209,160	191,730	180,117	157,206	29,043	11,613
NET EXPENDITURE	154,831	141,928	133,213	96,171	21,618	8,715

Cemetery Expenditure increase for Ground Maintenance / Kerbing F&S Minute 25 10.9.19 and for Equipment F&S Minute 71.2 10.3.20 (carried over from 2019-20)

Cemetery Expenditure increase for Ground Maintenance / Kerbing GP Minute 13 14.7.20

HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE**@ 28/02/2021**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 28/02/2021	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	3,000	2,750	-	4,616	3,000	2,750
	3,000	2,750	-	4,616	3,000	2,750

TRANQUILITY GARDEN
@ 28/02/2021

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 28/02/2021	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	6,480	5,940	3,926	4,860	(2,554)	(2,014)
Memorial Fees	2,627	2,408	866	2,400	(1,761)	(1,542)
	9,107	8,348	4,793	7,260	(4,315)	(3,556)
EXPENDITURE						
Maintenance & Development Costs	5,000	4,583	-	1,800	5,000	4,583
	5,000	4,583	-	1,800	5,000	4,583
NET EXPENDITURE	(4,107)	(3,765)	(4,793)	(5,460)	686	1,028

Budget 2020/21 Income expected to exceed Expenditure

ALLOTMENTS - PARK ROAD
@ 28/02/2021

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 28/02/2021	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	165	151	99	99	(66)	(52)
	165	151	99	99	(66)	(52)
EXPENDITURE						
Lease	10	9	-	-	10	9
Set up & Maintenance Costs	-	-	-	-	-	-
	10	9	-	-	10	9
NET EXPENDITURE	(155)	(142)	(99)	(99)	(56)	(43)

Budget 2020/21 Expenditure to be covered by Designated Allotment Reserve

HATTON ROCK
@ 28/02/2021

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 28/02/2021	2020-21	2019-20	Annual Budget	YTD Budget
Rent	13,490	12,366	5,843	5,625	7,647	6,523
Rates	4,584	4,202	1,801	1,787	2,783	2,401
Insurance	144	132	-	142	144	132
Heating & Lighting	43	39	-	1	43	39
Service Costs	750	688	(512)	562	1,262	1,199
Sundry Expenses	350	321	-	149	350	321
	19,361	17,748	7,132	8,266	12,229	10,616

INITIATIVES, PROJECTS AND GRANTS
@ 28/02/2021

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 28/02/2021	2020-21	2019-20	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	120,000	110,000	120,000	60,000	-	(10,000)
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working / CCTV	28,087	25,746	27,788	27,788	299	(2,042)
Stratford - BID Levy	744	682	709	709	35	(27)
Localism Project (NDP) - to Nov 2018	-	-	-	-	-	-
COVID-19 Response & Community Support	-	-	9,030	-	(9,030)	(9,030)
Other Debtors - Stratford Support cash only clients	-	-	168	-	(168)	(168)
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	14,106	12,931	1,315	6,377	12,791	11,616
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	6,997	6,414	625	1,447	6,372	5,789
Climate Change Initiatives	10,000	9,167	66	-	9,934	9,101
Lunch Club (Loneliness/Dementia Friendly projects)	200	183	-	-	200	183
	180,134	165,123	159,702	96,321	20,432	5,421

Special Projects & Grants additional Grant Expenditure of £5,000 for Fred Winter Centre TC Minute 82 29.9.20

SHAKESPEARE BIRTHDAY CELEBRATIONS
@ 28/02/2021
2020-21
2019-20

SBC - S106 Agreement (Balance)			7,933	
SBC - Opening Balance (B/fwd from 2019-20)			73,047	
INCOME				
SBC - Income (Other)			-	25,000
SBC - Town Council Budget			-	25,000
SBC - Friends Donations			-	125
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			(83)	2,708
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
Total Income			(83)	52,833
EXPENDITURE				
SBC - Expenditure			-	-
SBC - Shields Repairs & Maintenance			-	-
SBC - Standard Replacements			-	-
SBC - Flag Poles			-	4,520
SBC - Insurance			275	376
SBC - Health & Safety			500	1,990
SBC - Event Security			-	1,650
SBC - Traffic Management			-	10,706
SBC - Parade & Ceremony			(877)	8,193
SBC - Management Charges			-	5,633
SBC - Operational Expenses			-	-
SBC - Miscellaneous Expenses			10,547	11,471
SBC - Birthday Cake			-	-
SBC - Playmakers			-	-
SBC - Marketing			-	1,690
SBC - Bank Charges			-	-
SBC - Friends of Shakespeare (including Launch)			-	-
SBC - Friends Reception			-	-
Total Expenditure			10,445	46,229
NET Surplus (Deficit) for Year			(10,529)	6,604

SBC - including Opening Balance			62,518
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